

SYEP

Summer Youth Employment Program 2016



What is the Summer Youth Employment Program (SYEP)?

SYEP is a City and CDBG Grant funded, summer job program designed to provide Surprise youth ages 15-19 with meaningful work experience and relevant job skills. Participants will gain professional development training while working for the City of Surprise. **Up to twenty (20) applicants will be selected to participate.**

What do I need to know?

The Program starts **May 31st, 2016** and ends **July 29th, 2016**. Participants will earn minimum wage, a stipend paid for by the City of Surprise. Weekly professional development training is provided and an Award Presentation follows program completion.

Eligibility Requirements

1. Full-time student
2. **City of Surprise resident**
3. Legally authorized to work in the U.S.
4. Available to work up to thirty (30) hours/week, for 9 weeks
5. Access to reliable transportation
6. Family income must be at or below 80% of area median income

How do I apply?

Applications will be due on March 31st, 2016 and can be located at City Hall, and online (www.surpriseaz.gov/syep)

1. **Fill out the application completely.** Be sure your name matches the way it appears on your Social Security Card.
2. Must submit a **letter of recommendation**, written by school teacher, counselor, or other non-related adult, along with the application, if possible, or by the date of the interview (if selected).
3. Be sure to include the **Family Income Worksheet, Verification Documents from the checklist**, and Statement of No Income, if applicable. All forms and documentation must be copies. No copies can be made at time of submittal.

Where do I turn in my application?

Applications must be submitted or postmarked by 5:00 PM, March 31st, 2016. Applications are accepted online, by mail, or in person. Submit only one application per applicant. Late applications will not be accepted.

Email	ervin.cutwright@surpriseaz.gov
Drop off	Surprise City Hall, 16000 N. Civic Center Plaza. Surprise, AZ 85374 8 AM to 5:00 PM, Monday-Friday 623-222-3241
Mail to	Ervin Cutwright, Human Services and Community Vitality Re: Youth Employment Program Application 16000 N. Civic Center Plaza Surprise, AZ 85374

HUD INCOME LIMITS 2016 Maximum gross income guidelines for this program are as follows:	
Income Limits→	80% Medium Income
Household Size↓	
1 person	\$35,850
2 people	\$41,000
3 people	\$46,100
4 people	\$51,200
5 people	\$55,300
6 people	\$59,400
7 people	\$63,500
8 people	\$67,600

What's next?

Select, qualified applicants will be notified and then screened through an interviewing process in April 2016.

Final participants will be notified if they are selected for a position by May 11th, 2016 and must pass a drug test (with parent consent form), and any other pre-employment screening the City deems necessary.



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